

HANDBOOK

PERSONNEL

AN INSTRUCTIONAL GUIDE IN THE USE OF THE PERSONNEL
EVALUATION REPORT

1. GENERAL

In accordance with the basic personnel policy of the Organization, a program of personnel evaluation has been established as a principal means of developing the most satisfactory working relationship between each individual and his supervisor.

To insure a fundamental understanding of the objectives of personnel evaluation and to get under way the initial program of personnel evaluation reporting throughout the Organization, it is important that each individual in the Organization become thoroughly familiar with Personnel Evaluation.

2. DEFINITION OF PERSONNEL EVALUATION

"Personnel evaluation" is a supervisor's considered and judicious appraisal of the performance and capabilities of each individual for whom he is immediately responsible.

This evaluation is in terms of the requirements of your current position and your potential for long-term service with the Organization. It is not a performance or an efficiency rating in the sense that you are compared with others on the basis of a predetermined adjectival or numerical scale.

The significance of this personnel evaluation program lies in the constructive action which will be taken to develop and use your abilities

and potentialities most effectively. Therefore, the report is particularly important in connection with the determination of your next assignment on completion of your present tour of duty.

3. SPECIFIC USES OF PERSONNEL EVALUATION

✓ To identify each person's aptitudes, knowledge, skills, and interests. 3+5

✓ To promote discussions between supervisors and those supervised concerning work performance and career development. 4+5

✓ To increase individual efficiency by spotting and correcting specific problems and deficiencies and helping in the development of desirable traits. 6

✓ To serve as a basis for individual plans for career development. 6

✓ To identify outstanding service. 3+7

✓ To identify individuals who fail to perform as effective members of the Organization. 3+7

✓ To identify the need for training, reassignment, rotation, promotion, demotion, separation, and other formal personnel actions. 356

out (To ~~indicate~~ indicate suitability for re-employment for each individual in the process of separation from the Organization.

4. FORM AND FREQUENCY OF PERSONNEL EVALUATION REPORTS

The Personnel Evaluation Report (Form No. 37-151B), is the official form that has been approved for recording personnel evaluations.

25X1A [] outlines the types of Personnel Evaluation Reports. Read this Regulation thoroughly; it gives you the basic doctrine of the personnel evaluation program of this Organization.

25X1

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